

COMMONWEALTH COMMUNIQUE

Issue No. 01-02

The Personnel Cabinet publishes this newsletter for state government employees.

April 2001

Cabinet Secretary Recognized With National Award

From the Desk of Governor Paul E. Patton

I usually use this forum to discuss several topical issues that are of particular interest to state government workers. This time, I'd like to take this opportunity to give some credit to a special person in our administration whose leadership abilities and advice I value highly. That individual is Crit Luallen, the Secretary of the Executive Cabinet.

When I was first elected governor, the goal for the cabinet was to select the best and brightest to help us lead our administration. Crit certainly fills the bill.

Her history of distinguished public service in Kentucky spans nearly two decades and includes stints as Secretary of the Finance and Administration Cabinet, Secretary of the Tourism Cabinet, and Commissioner of the Kentucky Department of the Arts. She also currently serves as a member of the Centre College Board of Trustees.

Since 1996, Secretary Luallen has served not only as one of my top policy advisors, but also as chief operating officer of the administration of Kentucky state government, including the coordination of the 14 executive-branch cabinets and their associated agencies. She also oversees the budget and policy direction for all state agencies. (Continued on page 32)



Crit Luallen

INSIDE

Personnel Cabinet Message	2
Employee Recognition	3-7
KDE Web site	8
DJJ Consent Decree	8
KET Campaign	9
Agency Spotlight	10-11
Kentucky Retirement Benefits	12-14
GSC News	15-17
GSC Schedule	18
EMPOWER Kentucky Update	19
First Business Fair	20
Consumer Warning	21
Executive Branch Ethics	22
Education Savings Plan	23
Kentucky Horse Park	24
Department of Fish and Wildlife	25
New Conference Center	25
KEAP	26
Caregivers Program	27
Performance Evaluation System Update	28
Wireless 911 System	29
Virtual University	30
Cabinet Comments	31

Governor Patton and Kentucky Get High Marks for Managing Government

The management of Kentucky government under the leadership of Governor Paul Patton got an overall grade of B+, up a notch from a B two years ago, in the 2001 Government Performance Project. It was conducted by *Governing Magazine* and the Maxwell School of Citizenship and Public Affairs at Syracuse University and funded by the Pew Charitable Trusts. Overall, only three states were graded higher than Kentucky.

The project grades all states on five areas of government: financial management, human resources management, information technology, capital management, and managing for results.

Kentucky's grades in the project:	Financial Management	A-
	Capital Management	B+
	Human Resources	B+
	Managing for Results	B+
	Information Technology	B+

(Continued on page 32)

Message From the Personnel Cabinet

The guest author for this space is Commissioner Herb Sheeting of the Department for Personnel Administration in the Personnel Cabinet. Herb is a twenty-six year state government veteran, having spent almost all those years in personnel-related positions within the Merit System. Much to the delight of those of us in the Personnel Cabinet, Herb accepted the appointment to his current position on March 1, 2000. Herb teaches a class for new state government managers at the Governmental Services Center about once a month. During those classes, he receives many questions about personnel files including how those files are accessed under the Open Records Law and what rights a state employee has to respond to a particular item in his or her personnel file. Since this is information that all employees have a right, and perhaps a need, to know, I asked Herb to be the guest author for this edition of the *Communiqué*.

– Secretary Carol Palmore

PERSONNEL FILES...WHERE DO THEY HIDE THEM, AND HOW DO I ACCESS MY OWN FILE?

Without exception, this is one of the most commonly asked questions I receive in the classes I teach at the Governmental Services Center. Obviously, my first response is that agencies don't hide the personnel files from employees. They are usually housed in the Office/Division of Personnel Management in the respective agencies, and access is usually controlled by an individual designated as the custodian of the files. Contrary to popular belief, this person is usually very congenial and welcomes employees' inquiries about their individual personnel files.

What employees fail to realize is there are actually two personnel files. One is housed in the agency and moves with the employee when he/she transfers to another agency. The second file is electronically housed in the Personnel Cabinet and is the official personnel file.

If you look in the Kentucky Revised Statutes under 18A.020 (3), it states, "Upon written request, an employee shall have the right to examine his personnel file. An employee may comment in writing on any item in his file. Such comments shall be made a part of his file and shall be attached to the specific record or document to which they pertain."



Commissioner Herb Sheeting

If you look in the Kentucky Revised Statutes under 18A.020 (4), it states, "Upon written request, a state employee, an applicant for employment, and an eligible on a register shall have the right to inspect and to copy any record and preliminary documentation and other supporting documentation that relates to him, except that an applicant, an eligible, or a state employee shall not have the right to inspect or to copy any examination materials."

Most employees understand their right to respond to written reprimands, but do not realize that they have a right to respond to other documents contained in the file that are not disciplinary in nature. For example, if sometime during your career you accepted a voluntary demotion at the request of the agency, and, although you stated the reason at the bottom of the form, you may want to further explain the circumstances that caused you to accept a voluntary demotion, this statute provides you with that right.

One of the things I often hear in the game of golf is learn the rules because they can help you save strokes. Well, fortunately, the same advice applies to the personnel rules, regulations, and statutes. They are located on our Web site and can be easily accessed at <http://www.state.ky.us/agencies/personnel/empben.htm>.

Take the time to familiarize yourself with this statute because you will be surprised how much it can actually help you.

See you in class.

Employee Suggestion System Recipients

The following suggestions were approved for the first quarter of 2001:

Cabinet for Health Services – Scott Huffaker, Coordinator

Name: Gary Meredith
Award: \$979.00
Savings: \$9,785.14

Justice Cabinet – Patrick Bowzer, Coordinator

Name: Peggy J. Cook (joint suggestion)
Valerie Estill
Award: \$1,237.00
Savings: \$12,372.72

Name: Jimmy L. Luttrell
Award: \$2,000.00
Savings: \$20,000.00

Department of Agriculture – Alisa Edwards, Coordinator

Name: James Trammel
Award: \$483.00
Savings: \$4,838.00

Name: Theresa Caudill (joint suggestion)
Michael Cocanougher
Award: \$1,386.00
Savings: \$13,846.42

Personnel Cabinet – Chuck Riddell, Coordinator

Name: Marilyn M. Vance
Award: \$100.00
Savings: Minimum

The following is a listing of your ESS Cabinet or Agency coordinator:

Cabinet for Families and Children

Cabinet for Health Services

Economic Development Cabinet

Education, Arts and Humanities Cabinet

Finance and Administration Cabinet

Justice Cabinet

Labor Cabinet

Natural Resources and

Environmental Protection Cabinet

Personnel Cabinet

Public Protection and Regulation Cabinet

Revenue Cabinet

Tourism Development Cabinet

Transportation Cabinet

Workforce Development Cabinet

Governor's Office/G.O.P.M.

Office of the Secretary of State

Office of the Attorney General

Office of the State Treasurer

Auditor of Public Accounts

Kentucky Retirement Systems

Department of Agriculture

Department for Local Government

Department of Military Affairs

Board of Nursing

Human Rights Commission

Department of Veterans' Affairs

Governor's Office for Technology

Carla Vinegar
Scott Huffaker
Tracy Shields
Lori Franklin
Ellen Nolan
Patrick Bowzer
Cornelius O'Banion

Tresa Straw
Chuck Riddell
Clayton Elizabeth Bradley
John Parrish
Jon Wertzler
Margaret Kinnaird
Diana Disponette
Ann Hester
Lisa Ballinger
Malea Meredith Vincent
Dr. Eugene Harrell
Brenda Swiger
Jennifer Steele
Alisa Edwards
Gene Pelosi
Mary Elizabeth Harrod
Leisa Drexler
Floyd Buckner
Gilda Hill
Pam Shouse



KDA's Dills Wins Man of the Year Honors



Carl Dills

Carl Dills, assistant director of the Kentucky Department of Agriculture's Division of Regulation and Inspection, has been named Man of the Year by his peers in the National Association of Amusement Ride Safety Officials (NAARSO).

Dills was also honored by NAARSO with the seldom-presented Red Wood Award. Forty years ago, Wood worked with the Outdoor Amusement Business Association and is today revered for his advanced programs in the field of amusement ride safety.

Dills and his inspectors take pride that the incident rate for injuries has been very low in Kentucky. He pointed out that while the number of rides operating in the state has increased, the number of incidents has continued to decrease.

The agriculture department has borne the responsibility for amusement ride inspection since 1985. Dills helped start the program.

Delius Receives Commissioner's Award

Guy F. Delius, manager of Kentucky's Food Safety Branch, received top honors recently from Public Health Commissioner Rice C. Leach. During a November 2000 awards ceremony in Frankfort, Delius was named the recipient of the Commissioner's Award for Excellence in Supervision.

The award honors individuals in leadership positions within Kentucky's Department for Public Health whose efforts have made an outstanding contribution to the public's health, safety, and welfare. It also honors those individuals who demonstrate exemplary leadership skills and a commitment to advancing Kentucky Public Health.

Delius earned his B.S. degree from Eastern Kentucky University. Following graduation he worked several years as a health environmentalist for the Madison County Health Department in Richmond, Kentucky. He later accepted a position as a health inspection program evaluator for Kentucky's Food Safety Branch. In 1999, following the retirement of John Draper, Delius was named branch manager.

As manager of the Food Safety Branch, Delius has direct supervision of fifteen employees and indirect supervision of some 350 food safety professionals employed at local health departments across the state. These individuals conduct some 334,700 inspectional and regulatory activities per year in the retail food, food storage and manufacturing, vending machine, frozen food locker, and food salvage programs.

During his relatively brief tenure as branch manger, Delius has demonstrated a commitment to enhancing food safety awareness across the state. Under his leadership, the Food Safety Branch produced and implemented both a video training program for inspectors, industry, and consumers in general, as well as a video training program to certify high school students as food-service workers. Both video training packages have been provided to regulatory agencies in sister states for use in training of inspectors and industry. Funding for both projects was obtained, in part, through grants and partnerships with the FDA.



(L-R): Department for Public Health Commissioner Rice C. Leach, Guy F. Delius, manager, Food Safety Branch, and Clyde Bolton, director, Division of Resource Management

Department of Education Productions Win National Awards

A documentary video and a photographic exhibit each recently won first place awards from the National Association of Government Communicators (NAGC).

"Education Reform: A Decade of Difference" was produced by the Department of Education's Division of Media Services and won the Gold Screen Award. The video tracks the history of public education in Kentucky and the events leading up to the passage of House Bill 940 — the Kentucky Education Reform Act — in 1990. The program is narrated by Kentucky native Bob Edwards, host of National Public Radio's "Morning Edition."

The half-hour program includes interviews with Robert Sexton, executive director of the Prichard Committee for Academic Excellence; Ray Corns, the circuit court judge who handed down the ruling that led to KERA; former Senate Majority Leader John "Eck" Rose; schoolteachers; school administrators; parents; students; and citizens.

"Faces of Reform: 1990-2000" features 22 photographs by Rick McComb, the Department of Education's official photographer, and related narrative. The exhibit won the Blue Pencil Award. McComb selected the color and black-and-white photos from those he took during the first 10 years of reform. The freestanding, four-panel display has been on exhibition at the Kentucky State Fair, state parks, and other locations throughout the state.

Each year, NAGC hosts the Blue Pencil/Gold Screen Awards Competition, which recognizes excellence in writing, photography, editorial content, layout and design, and the best in film, visual arts and broadcasting. Local, state and federal government agencies throughout the United States compete for these awards, which were presented to the department and other winners on March 8 in Denver.

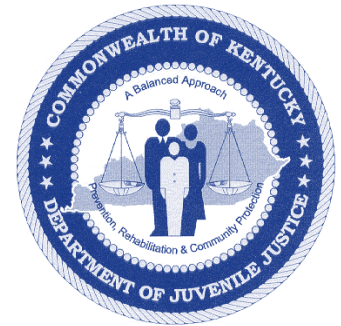
NAGC is a national not-for-profit professional network of federal, state and local government employees who disseminate information within and outside government.

"Education Reform: A Decade of Difference" may be ordered online at <http://www.kde.state.ky.us/comm/pubinfo/bookstore/> or by contacting Windy Newton at (502) 564-3421 or wnewton@kde.state.ky.us.

"Faces of Reform 1990-2000" may be viewed on the department's web site at http://www.kde.state.ky.us/comm/commrel/10th_anniversary/photo_exhibit.asp. The exhibit is available for display by school districts, community groups, and others. To reserve the exhibit for local use, contact Joanna Crim at (502) 564-3421 or jcrim@kde.state.ky.us.

Juvenile Justice Receives National Award for Initiative

The National Council on Crime and Delinquency (NCCD) presented Department of Juvenile Justice Commissioner Ralph E. Kelly, Ed.D., a New American Community Award on behalf of the department's Delinquency Prevention and Community Partnership Initiative and its eight local juvenile delinquency prevention councils on Friday, March 2, 2001, during NCCD's Fifth Annual New American Community Awards Presentation at the Inter-Continental Hotel in Miami, Florida. The Jefferson County Juvenile Delinquency Prevention Council and the Fayette County Delinquency Prevention Work Team stand as leaders in the department's Delinquency Prevention and Community Partnership Initiative and were singled out for their outstanding efforts during the awards presentation.

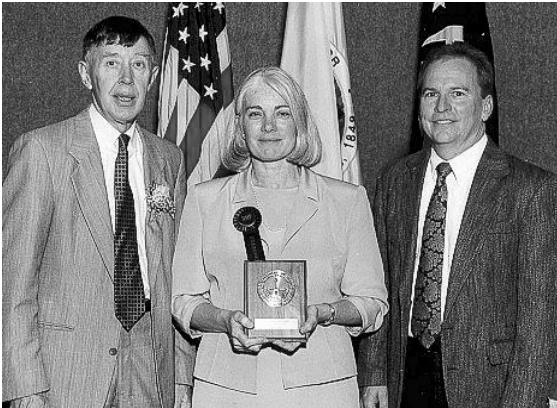


Kentucky's Delinquency Prevention and Community Partnership Initiative began in 1998 with the support of the General Assembly. It granted the Department of Juvenile Justice authorization to establish local juvenile delinquency prevention councils for the purpose of promoting delinquency prevention and collaboration of community efforts.

The department recognizes that effective delinquency prevention planning requires involvement of the family, the school, and the community as a whole. Based on this belief, the department established eight local delinquency prevention councils to serve the eleven counties across the state whose combined juvenile arrests accounted for 76% of the state's total. Council membership consists of representatives of various public and private organizations within the identified communities.

The eight prevention councils are charged with the responsibilities of identifying local needs and gaps in services, developing comprehensive juvenile delinquency prevention/intervention plans, and promoting community collaboration between partners. The department also looks to the councils for recommendations regarding the funding of prevention, diversion, and early intervention programs in their communities.

Lambert Receives Prestigious John Wesley Powell Award



(L-R): Dr. Charles Groat, director of the U.S. Geological Survey; Susan Carson Lambert, executive director, GOT, Office of Geographic Information; and Bruce Bauch, USGS National Mapping Division KY liaison

Susan Carson Lambert, executive director of the Kentucky Governor's Office for Technology, Office of Geographic Information, was awarded the 2000 John Wesley Powell Award from the U.S. Geological Survey (USGS) in Reston, Virginia. The award is named for the second director of the USGS, who set the high standards which still govern the organization today and is given to individuals who have made significant contributions to the advancement of the USGS mission. The award is the highest honor that USGS gives to non-governmental entities.

Lambert received the award for her personal and professional efforts in the United States surveying and mapping community and for her advocating of the collaboration, sharing, and use of geographic information to address environmental and hazard-related problems, while supporting governmental decision-making processes. She is also being recognized for her national efforts as a leader and proponent of partnerships and data standards issues and her promotion of the geographic information technologies to help solve societal problems. The award was also given for her authorship of several professional papers and articles that promote the relevance of data sharing programs and partnerships

with the USGS. Information about Kentucky's in-state efforts with geographic information can be found online at: <http://ogis.state.ky.us>

The other winner of the 2000 John Wesley Powell award was Microsoft Corporation for their work on the Terra Server which can be found online at: <http://www.terraserver.microsoft.com>

For additional information, contact the Governor's Office for Technology, Office of Geographic Information (<http://ogis.state.ky.us>) 21 Millcreek Park, Frankfort, KY 40601, (502) 573-1450.

Educational Efforts Make Forestry Employee an Award Winner

Spreading the word about the importance of preventing wildfires has led to a prestigious award for an employee of the Kentucky Division of Forestry. Trish Boles received the Robert E. Browning, Jr. Award for her outstanding fire prevention education efforts in 2000. Only one such award is given in Kentucky annually. The Robert E. Browning, Jr. Award was established in memory of a firefighter who was killed in the line of duty in 1994 in Colorado.

Boles is a Knox County forest ranger technician who has been with the division for six years. As a forest ranger technician, Boles fights forest fires, inspects timber harvest operations, conducts forest fire prevention education programs, and is a member of the division's fire prevention team. Boles says fire prevention education is her favorite part of her job. She makes Knox and Bell county residents aware of the dangers of forest fires by speaking to civic clubs, appearing with or as Smokey Bear, and presenting classroom programs. She has written numerous newspaper articles and worked with local radio stations to broadcast public service announcements.

Boles rarely misses an opportunity to educate children and young adults about the importance of forest fire prevention. "Working with kids is the most enjoyable part of my job and it is an honor to receive an award for doing something you love," says Trish.

As a member of the wildland fire prevention team, Trish is stationed in an area with a high number of forest fires. She works one-on-one with residents, local officials, and the media to help prevent and reduce the number of fires.

The Division of Forestry is proud to have such a dedicated employee and appreciates her enthusiasm for her job.



Trish Boles

Commission Staff Recognized for Work on Behalf of Newborns



Michelle King (left), program administrator for the Kentucky Infants' Sound Start newborn screening program, and former Miss America Heather Whitestone. Whitestone was the keynote speaker at the Kentucky Speech-Language Hearing Association conference in Lexington.

Two employees of the Commission for Children with Special Health Care Needs have been honored for their work in implementing universal newborn hearing screening in the state.

The honors were presented by the Kentucky Speech & Hearing Association during its annual meeting March 8-10 in Lexington.

Michelle King, an audiologist and program director of Kentucky Infants' Sound Start for the Commission, received the American Speech-Language and Hearing Foundation Outstanding Clinical Achievement award. This award is given to a speech-language pathologist or audiologist in Kentucky who has made an outstanding recent contribution to the field.

King was honored for her contribution in implementing newborn hearing screening for all children in Kentucky. This screening was mandated as part of the KIDS NOW initiative. King will be Kentucky's nominee for the ASHF DiCarlo award, which recognizes recent outstanding clinical achievement nationally.

Also honored was Ann Marks, currently serving as deputy secretary for Health Services. Marks received a Certificate of Appreciation for her efforts on behalf of the newborn hearing screening program during her tenure as executive director of the Commission for Children with Special Health Care Needs. The certificates are awarded to individuals outside speech and hearing professions whose work supports KSHA's goals.

The Kentucky Infants' Sound Start program has assisted in placing testing equipment in all birthing hospitals. A birthing hospital is one that has 40 or more births per year. Thirty-three hospitals were awarded matching grants to purchase their equipment and have received technical assistance from commission staff to establish screening protocols and perfect screening techniques.

Kentucky Wins Outstanding Chapter, Public Information Awards From IAAO

The Kentucky Chapter of the International Association of Assessing Officers (IAAO) took home the Outstanding Chapter Award for a small jurisdiction on Wednesday, September 13, at the International Conference on Assessment Administration, in Edmonton, Alberta, Canada. This award is conferred annually upon IAAO chapters that have made an outstanding contribution to the realization of the mission of IAAO. The Kentucky Chapter was recognized for its impressive membership drive, successful education program, and generous community service efforts.



Kentucky made further noise on the international property tax scene when the Hardin County PVA office captured the Public Information Program Award. This award is given annually to assessment jurisdictions that have developed and implemented an effective, fully operational system for the dissemination to taxpayers of information regarding the assessment process.

IAAO is an 8,000 member educational and research association composed of individuals in the property tax assessment profession. IAAO offers courses, conducts research, and provides technical assistance worldwide in issues affecting property taxation. The Kentucky Chapter of IAAO, chartered in 1996, currently has over 350 members, including KRC personnel, PVAs and deputies, and private sector members.

It is unusual for two awards to be given to one state at the annual IAAO Awards Program. This achievement, in addition to the fact that KRC personnel conducted three of the 50 workshop sessions on the IAAO Conference agenda, demonstrates that Kentucky has become an international player in the field of property tax assessment administration.

Website Offers Resources, Information to Parents



A new website gives parents of Kentucky schoolchildren direct access to the Kentucky Department of Education for information and resources.

The site, located at <http://www.kde.state.ky.us/parents>, lets parents direct questions to staff at the department, subscribe to "ParentInfo" updates, scan frequently asked questions, and learn about the state's education system.

"We're calling it 'one-stop shopping,'" said Armando Arrastia, department webmaster and director of the Division of Public Information. "And, while the new site is specifically for parents, it is likely to benefit teachers as well, especially when they're helping parents find answers to difficult questions about education in the state."

Parents can click on "About Your School" to find a menu including their school's annual report card, test scores (both on the Kentucky Core Content Tests and standardized tests), and demographic information about any school in the state. Clicking on "Resources for Parents" will offer links to publications for parents from the United States' Department of Education, information on improving a child's writing skills, homework resources, and information about curricular and testing issues in Kentucky.

The Department of Education consulted with parents early in the development process to ensure that the site would meet their needs.

The site also may be reached by clicking on a new "For Parents" icon at the bottom of the department's home page at <http://www.kde.state.ky.us>.

Kentucky's Juvenile Justice System Achieves Full Compliance with Federal Consent Decree

After five years of diligent work, Kentucky has reached full compliance with provisions of the federal juvenile justice consent decree.

Kentucky voluntarily entered into the consent decree in December 1995, after federal officials determined that conditions of juvenile confinement at Kentucky's state-operated residential treatment facilities violated the statutory and constitutional rights of juveniles. In response to the consent decree, the state developed the Department of Juvenile Justice (DJJ). Over the past five years, DJJ has worked diligently to implement provisions of the consent decree and in many areas has surpassed the basic requirements regarding the constitutional and civil rights of the juvenile offenders entrusted to the state's care.

In a press conference held January 16, 2001, in Frankfort, former United States Attorney General Janet Reno praised Kentucky's juvenile justice reform efforts. Her office signed a joint motion with Kentucky's Department of Juvenile Justice to dismiss the federal consent decree. The motion was filed in federal court on January 16 and signed by United States Court District Judge Charles Simpson on January 17, 2001, officially terminating the consent decree and dismissing the civil action.



DJJ Commissioner Ralph E. Kelly, Ed.D. with former Attorney General Janet Reno

What If All State Employees Read the Same Book?

Sign up now to be a part of this statewide event!

State employees can join Governor Paul Patton and thousands of other Kentuckians who are all reading Barbara Kingsolver's *The Bean Trees*. Already, more than 2,600 people have signed up to participate, and thousands of state employees could swell that number to . . . well, just imagine.

KET is working with partners around the state to see what happens when everyone reads the same book: *The Bean Trees*, the May selection of **bookclub@ket**, the network's monthly TV series.

The **What If All Kentucky Reads the Same Book?** campaign is designed to create excitement and a sense of community that crosses age, geography, and economic divisions. It also reinforces the **bookclub@ket** goals of encouraging reading and discussion while showcasing the work of Kentucky writers.

"Already there are an impressive number of activities planned around the state," said KET Executive Director and CEO Virginia G. Fox. "Check out the county-by-county listings on our exciting Web site (www.ket.org/bookclub/whatif/calendar). I'm amazed at the book clubs, high school and adult education classes, and library reading groups that are already listed. We hope that everyone, individuals as well as groups, will get involved and sign up on our Web site so we can count how many Kentuckians are participating."

You can sign up on the Web at www.ket.org/bookclub/whatif or by calling 1-800-334-8409.

Kingsolver said she is "flattered senseless that *The Bean Trees* was chosen for this amazing campaign." She is donating her appearance fee to help purchase books for free distribution to Kentuckians who want to participate, but can't fit a book purchase into their budget. Readers can also obtain books at local bookstores and libraries.

With the help of its many partners, **bookclub@ket** plans numerous events, activities, and resources on air, on-line, and face-to-face. In addition to airing its regular **bookclub@ket** discussion of the book in May, KET will also broadcast a live, call-in program with Barbara Kingsolver on May 31 at 8/7 p.m. CT, followed by a one-hour profile of the author, **Signature "Barbara Kingsolver."**

KET's partners include the Kentucky Department for Libraries and Archives, the Kentucky Department of Education and the Office of Family Resource and Youth Service Centers, as well as libraries, bookstores, businesses and arts, media and civic organizations.

How Can You Participate?

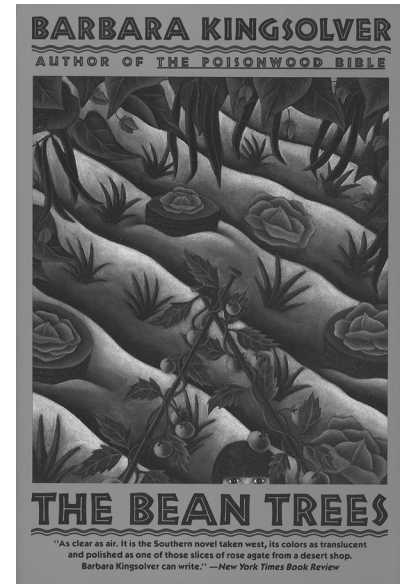
In addition to the events and activities, there are many ways you can participate in this project.

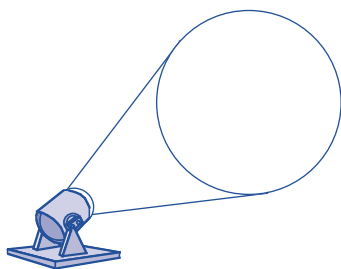
First and foremost, read (or re-read) the book and sign up. Go to www.ket.org/bookclub, then click on "What If All Kentucky Reads the Same Book?" or call 1-800-334-8409 so KET can let everyone know how many thousands of people are reading the book.

Other ways to participate include discussing the book on the project Web site, joining a book discussion group or making *The Bean Trees* the May selection for your existing book club. Check with your local library or bookstore and our Web site or plan a discussion with friends. A discussion guide is available on our Web site.

There will also be an opportunity to be in the audience for the Kingsolver call-in program. Everyone who signs up to participate will be eligible to win seats at the program and for the reception that follows. (Later this spring, tickets will be offered to the public on a first-come, first-served basis.)

Finally, so that we can truly make it possible for everyone in Kentucky to have the opportunity to participate in this project, KET would greatly appreciate it if you would give a copy of *The Bean Trees* to your local library or to a friend.





The Kentucky Department for Libraries and Archives (KDLA) is a member of the Education, Arts & Humanities Cabinet's family of agencies. Headquartered in the Clark-Cooper Building adjacent to the Vietnam Veterans' Memorial on Coffee Tree Road in Frankfort, KDLA's guiding motto is "Serving Kentucky's Need to Know." April, the month which always hosts National Library Week, is an appropriate time for KDLA to be in the "agency spotlight," especially as it kicks off a national public awareness campaign known as "@ your library." This campaign has three key messages, simple and direct:

- **Libraries are changing and dynamic places.** Librarians are techno-saavy, on the forefront of the information age. You'll find the right answer @ your library.
- **Libraries are places of opportunity.** They are a place for education and self-help, with free access and opportunity for all.
- **Libraries bring you the world.** They are unique: in person, on line. Where else can you have access to nearly anything on the Web or in print, as well as personal service and assistance in finding it?

Acting on its belief in those messages, KDLA has been a leader in state government's strategic planning process. The agency's stated mission is "To support and promote equitable access to quality library services and information resources, and to ensure that adequate documentation of government programs is created, maintained, and available for public use." Its mission is fulfilled through service to the public, service to libraries, and service to government agencies. To help the Commonwealth maintain its competitive edge in the Information Age, KDLA offers comprehensive services:

- Providing statewide leadership, policy direction and support for library, archival, and public records management activities in Kentucky;
- Developing and maintaining strong collections of library and public records materials at the Frankfort facilities;

Agency

Kentucky Department for

- Creating the systems and services Kentuckians need for timely access to information and materials, from locations throughout the state and across the nation;
- Providing the financial and technical assistance needed to develop comprehensive, well-managed library, archival, and public records facilities and programs throughout Kentucky;
- Heightening public awareness of the importance of information and the availability of resources to meet Kentuckians' many "needs to know."

The Department for Libraries and Archives dates its origins to 1825, when the Kentucky State Library was established by the General Assembly to serve the government in Frankfort. Today, it is one of 10 state agencies in the United States which combine library, archival, and public records programs. Its 168 staff members, in Frankfort and throughout the state, are divided among four divisions: Public Records, State Library Services, Field Services, and Administrative Services.

The Public Records Division, (the "archives" part of KDLA), provides archival and records management services for Kentucky government agencies. The division recently employed a consultant with funds from a capital appropriation made in the 2000 session of the General Assembly to carry out an assessment report on an Enterprise Electronic Records Program for the Commonwealth. The consultant is examining issues such as policies and procedures for managing government electronic records, digitization of government records, and storage capacity for the department's archival facilities.

KDLA recently began a pilot program, Find-It! Kentucky, a Government Information Locator Service (GILS) that will allow better access to Kentucky government information by providing

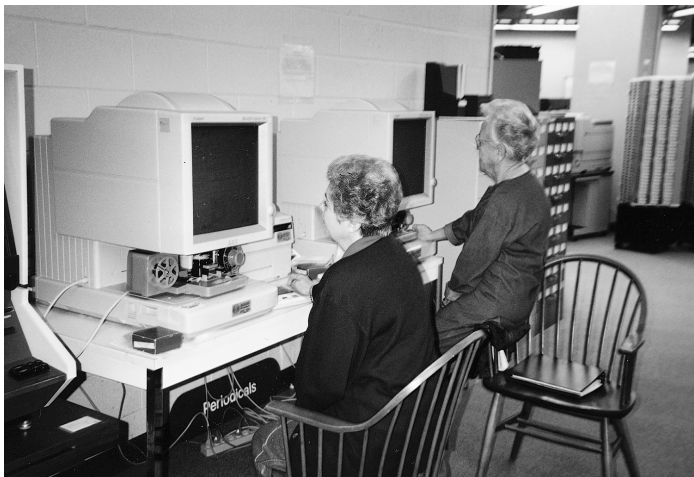


Spotlight

Libraries and Archives

a standards-based “one-stop shopping” Internet service for the citizens of Kentucky to locate and access state and local government information found on agency web sites and in agency publications, documents, and databases. The Natural Resources and Environmental Protection Cabinet is the pilot agency.

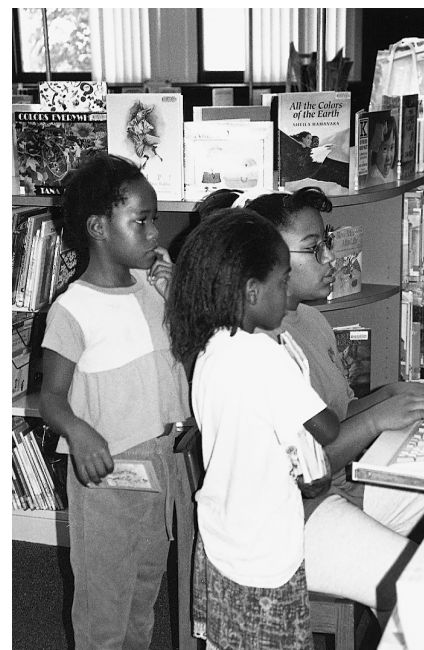
Within the State Library Services Division, the State Library is a resource library for state government. Professional librarians are available to answer reference and research questions and to provide assistance in locating information that supports the business of state government. Questions may be submitted by e-mail on the askLib request form at any time at <http://www.kdla.net/libserv/refmail.htm>, or by calling 564-8300, ext. 342, Monday through Thursday from 8:00 to 5:00, Fridays till 4:30.



The State Library’s collections and services have been tailored to serve your work-related information needs. Other services to state employees include audiovisual materials for information and training, test study guides, computer manuals, a special collection on Kentucky and Kentucky history, magazines, newspapers, and books on cassette and CD. *If what you need is not available in our collections, we will get it for you.* In addition, the State Library has Internet workstations for your use and a variety of electronic indexes and full-text articles.

The Field Services Division coordinates public library development in the Commonwealth. Staff located in regional offices throughout the state and in Frankfort provide public library personnel and trustees with specialized assistance. Public libraries in Kentucky’s 12 library development districts look to KDLA for continuing education and training opportunities for

their library staffs. The Field Services staff enables Kentuckians to meet their informational and educational needs by enhancing services for customers at their local public libraries. Kentucky’s Summer Reading program is a great example of these services: nationally, more children participate in summer reading programs at libraries than play Little League baseball, and in Kentucky last year, 81,468 children enrolled in summer reading programs.



Working in cooperation with the Library of Congress, The Kentucky Talking Book Library provides a large selection of reading materials in the form of cassette tapes and Braille books to Kentuckians with visual and physical disabilities. Offices are located at KDLA, the Louisville Free Public Library, and the Kenton County Public Library.

The Division of Administrative Services provides support in the areas of personnel, financial services, grant administration, technology, and facilities management. Recently, the division has been working with the Finance and Administration Cabinet to improve the Clark-Cooper Building for the benefit of our patrons and staff. The interior of the building has been painted, and new carpeting is currently being installed throughout. While this has been a tremendous undertaking, the results are well worth the effort. Come and see us!

Since 1998, the agency has also transferred grants and expertise from Governor Patton’s EMPOWER Kentucky program and from the Gates Library Initiative to the citizens of Kentucky through a sweeping program to place Internet access in all of Kentucky’s public libraries. KDLA’s own web site, www.kdla.net, has become one of its most popular services. During the year 2000, it received nearly a million and a half “hits” from almost 205,000 visitors. By logging on, you will find general information on the agency, the library catalog, the current Annual Report, detailed information on archival services, on Kentucky’s public libraries, on public records services and State Library services, events calendars, great links to other sites throughout the world, and changing special features like tax forms, and (at this writing), women’s history sources for Women’s History Month. We invite you to take part in our “Serving Kentucky’s Need to Know,” either from your computer, or in person!



Kentucky Retirement Systems

Legislative Changes Affect Benefits

Changes enacted by the 2001 General Assembly in HB 278 will have a major impact on many state employees. Representative James Comer introduced the Fred Capps Memorial Act, which provides special benefits to an employee's spouse and dependents if he is disabled or killed because of his public duties. House Speaker Jody Richards sponsored the amendment to include a "high three" provision for public employees and a change to make purchases at full actuarial cost.

Increase in retirement benefits:

The General Assembly approved a change in the definition of final compensation for KERS and CERS nonhazardous employees. Final compensation is the average salary used for determining benefits at the time of retirement.

For employees in nonhazardous positions, final compensation will be based on the three fiscal years with the highest average monthly salary if the employee: (1) retires between August 1, 2001, and January 1, 2009; (2) has a minimum of 27 years of service; and (3) whose age plus years of service total at least 75. Years of service includes all service—earned, purchased, and unused sick leave at the time of retirement.

Using the three highest years instead of the five highest years can result in a significant increase in retirement benefits, especially if the employee has had increased earnings in recent years.

Change in cost of service purchases:

Effective July 1, 2001, nearly all service purchases will be based on 100% of the actuarial cost of the service. This will increase the cost of buying service which used to be calculated under the delayed method (50% of actuarial cost), including the first four years of active duty military service, federal service, university service, and service with an agency prior to its participation. Other types of service which were based on employee and employer contributions plus interest may increase or decrease depending on the age of the employee at the time of purchase and how long ago the service occurred.

The cost of out-of-state service, nonqualified service, and other purchases already at 100% of actuarial cost will not increase as a result of this legislation. However, most purchase factors will increase July 1, 2001, as a result of the five-year actuarial experience study, which indicated that the average employee is retiring at a younger age than previously assumed. In addition, purchase costs will increase for those employees who will be eligible to retire under the high-three final compensation provision.

Employees wanting to "lock in" the cost of purchasing service before these increases become effective should make their written requests to the retirement office before July 1, 2001. All requests received at the retirement office prior to July 1, 2001, will be honored at the cost method in effect at the time. You are strongly urged to make your request in writing and deliver it or send it via certified mail, return receipt requested.

Once the systems makes the calculation and the employee fails to make the purchase by the stated deadline, subsequent cost calculations for service will be at the higher rate.

Repayments of previously refunded service and contributions not reported due to error are not affected by this change. In some cases, the cost of seasonal, probationary, temporary, part-time, and emergency service may be lower under the 100% of actuarial cost method.

Please be patient with the retirement office. As you can imagine, these changes will generate thousands of requests. Priority will be given to those who are retiring this year, and on a first come basis afterwards. Once you make your request, allow several months for a response.

There will be information on www.kyret.com on calculating the cost of service under the 100% actuarial method as well as a new benefit estimator program.

Estimate your retirement benefits using the Kentucky Retirement Systems On-line Benefit Estimator:

If you have access to the Internet, you can now estimate your benefits. Simply go to www.kyret.com and click on the “On-line Retirement Benefit Estimate Program.”

This program can provide you with a reasonable projection of future benefits, including the various payment options available to you. Of course, the accuracy of the estimate will depend on the accuracy of the information that you plug in.

To protect your confidentiality, the program does not link to your actual retirement account or require you to give your name, address, or other confidential information.

If you are more than two years from retirement, please use this program. The retirement office expects thousands of requests as a result of the legislation passed by the 2001 General Assembly. Using this program will help you obtain an estimate quickly while helping retirement system counselors assist those who are retiring this year.

If you intend to retire this year, please contact the retirement office so that we can provide you with an estimate which will be based on information in your retirement account. **Do not rely on this estimate program if you are making permanent decisions about retirement.**

Save this article and follow these step-by-step instructions for using the benefit estimator:

DATES:

- Step 1: Select a retirement date.
- Step 2: Fill in your birth date.
- Step 3: If your estate or a trust will be your beneficiary, check the box and go to the next step. If you will name a person, such as your spouse as beneficiary, fill in your beneficiary's birth date.
- Step 4: Choose your agency. There are nearly 1,400 agencies listed. The agency you select determines the system, benefit factor, and treatment of sick leave. Some agency names are abbreviated.

SERVICE:

- Step 5: Enter your total service credit in months as of the end of the month prior to the retirement date you entered in Step 1. For example, say you would like to retire August 1, 2006, and you will have 240 months this June. You also plan to purchase 5 years of nonqualified service before you retire. You would have total service July 31, 2006, of 240 months + 60 months nonqualified + 61 months additional employment for a total of 361 months.
- If you have service in more than one system, enter total service for each appropriate system or for each type of coverage within a system (hazardous or nonhazardous).
- Step 6: If you have service in the Judicial Retirement Plan, Legislator's Retirement Plan, or the Kentucky Teachers' Retirement System, list the months of service in the appropriate box. This service will be used to determine your total months of service, but not the amount of benefits.
- Step 7: Note if you had continuous service from January 1, 1998, through January 31, 1999. This is used to determine the KERS nonhazardous benefit formula factor.

FINAL SALARY INFORMATION:

- Step 8: Enter your final monthly salary. You may enter it with or without cents (2500 or 2500.00).
- Step 9: Enter your accumulated sick leave balance in hours.
- Step 10: Enter your compensatory leave balance. The program will compute the value of your compensatory leave based on the salary given in Step 8 and will add it to your final salary.
- Step 11: Indicate whether you work 7.5 or 8 hours per day.
- Step 12: If you are interested in the Social Security Adjustment Options, fill in your estimated monthly Social Security benefit at age 62.

HIGH YEAR SALARY AND SERVICE INFORMATION:

- Step 13: You have two choices. Either estimate your final compensation or fill in salaries for actual fiscal years.

If you have figured your final compensation or are estimating more than five years into the future, you may simply want to check the box and type in a figure. It is hard to predict salary increases very far into the future, because economic factors and promotional opportunities play a major role. For long range projections, you may want to use a conservative salary figure. It is better to end up with more than you estimated, rather than the other way around.

If you are within five years of retirement, type in your actual fiscal year salaries. Remember, if retiring during a fiscal year, only include actual salary and months of service as of your retirement date. For example, if retiring August 1, you will have only your final monthly salary and 1 month of service in that fiscal year. *If you are eligible for final compensation based on the three highest years, you only need to type in three fiscal years of salary, so long as they contain at least 24 months of service. If you do type in more years of salary, the program will automatically select the appropriate number of fiscal years to use.*

NOTE: There is a federal limit of \$170,000 annual salary for pension purposes. While your salary may be considerably less, you can exceed the \$14,166.67 average monthly maximum if you have a large compensatory leave balance and retire August 1. If the program gives you a message that you have exceeded this amount or if your salary for the fiscal year prints out as \$14,166.67, you should change your retirement date to be later in the fiscal year to gain full benefit of the payment for compensatory time. A person earning \$70,000 with 240 hours of compensatory time would exceed the \$14,166.67 monthly maximum if retiring August 1, but not if retiring September 1.

- Step 14: Click on the "Show Estimate" button. If you have completed all the required fields correctly, you will be shown the payment options available to you to help you with your financial plans.

RETIREMENT SEMINARS

JUNE 21 & 22, 10 A.M. TO 3 P.M.

FARNHAM DUDGEON CIVIC CENTER, FRANKFORT



The Kentucky Retirement Systems will be conducting special seminars to explain retirement benefits and the legislative changes enacted by the 2001 General Assembly with special emphasis on the "high 3."

The same presentation will be given each day, so you may attend the one that is most convenient. Advance registration is not required.

The Civic Center is located on Wilkinson Boulevard in downtown Frankfort at the Capital Plaza.



Governmental Services Center

Message From the Executive Director

by Bob Peters

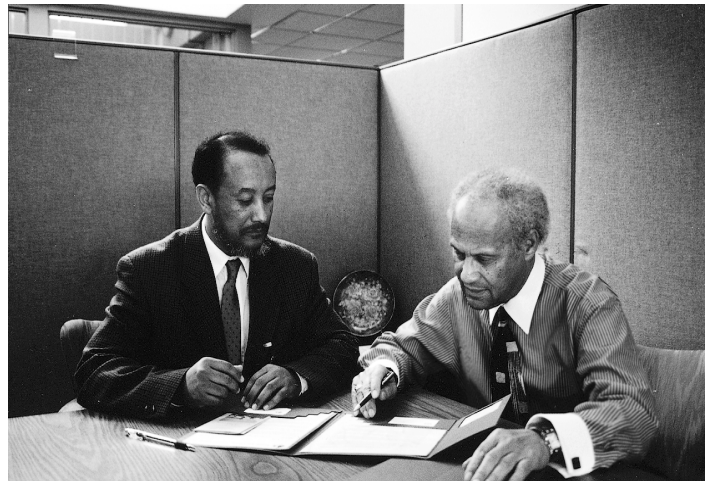
The Kentucky Certified Public Manager program has gone through a major improvement process over the past 18 months in our pursuit of a goal to make it one of the top CPM programs in the country. I was pleased to receive comments recently from CPM program administrators in Florida and Arkansas about our program that I would like to share with you. Howard Rasmussen of Florida said "...Kentucky's three booklets, particularly the one on project writing, are excellent. We will be using segments of all three of them in Florida." Sandra Hanson, in Arkansas said, "The Kentucky Project Writing Handbook...is so full of good stuff that I hate to think we might have missed it."

The KCPM program's objective is to build and maintain a core of skilled and knowledgeable leaders to direct, manage, and supervise employees, programs, and projects in the public sector in Kentucky. We have discussed the changes in curriculum, the elimination of electives, and other changes in previous editions of the *Communiqué*. On page 17 in this edition you will find descriptions of two of the new workshops that have been added to the curriculum.

Another important change we have made to improve the delivery of service to our customers in the KCPM program is the development of long range scheduling and advance placement of KCPM participants in specific required workshops up to 18 months in the future. By pre-enrolling candidates in these workshops, candidates no longer have to enroll and be placed on a waiting list for each individual workshop. Feedback from CPM participants on this new pre-enrollment policy has been very positive. For GSC it serves a dual purpose of providing better service to our customers and improving our scheduling and use of trainer resources. If a candidate is unable to attend the pre-enrolled workshop, he/she will have to reschedule through the regular open enrollment/waiting list process.

We recently sent a packet of information to participants who had completed the Certificate of Management Fundamentals and were admitted to the Certified Public Manager program in January in an effort to help these employees understand the degree opportunities that are available through the School of Public Administration at Kentucky State University. Through an articulation agreement between GSC and KSU, graduates of the Certified Public Manager program have an opportunity to earn up to 9 hours of credit toward a bachelor of public administration degree. KSU also offers a master's degree in public administration which has attracted many state employees. We also reminded employees of the benefits available under the state educational assistance program. If you are interested, this information is available on GSC's web site.

For more information about GSC workshops, programs, and services visit our web site at <http://www.state.ky.us/agencies/finance/depts/gsc/gscpage.htm>.



(L-R): Dr. Gashaw Lake, KSU Interim Dean, School of Public Administration, and Bob Peters, GSC executive director, review the informational packet for CPM participants.

New Staff Members Join GSC



(L-R): New GSC staff members Doug Wylie, Kim Parrish, David Finley, Connie Bolin, and Stan Riley

Since the last edition of the *Communiqué* several new members have joined the GSC staff.

Kim Parrish is the new Internal Policy Analyst. Kim came to GSC from the Transportation Cabinet. She will be responsible for budget and financial management, and will also apply her knowledge and experience in the communications field to help market and communicate the GSC story to our various customer groups. Kim has worked for state government for about 12 years and has a master's degree in public administration from Kentucky State University.

Doug Wylie is a new organizational development consultant. Wylie came from Agriculture where he was an administrative branch manager. He has a master's degree in communications and is a Certified Public Manager.

Stan Riley came to GSC as a trainer from Kentucky Retirement Systems where he was a program manager. Riley is a graduate of Eastern Kentucky University.

Connie Bolin comes to GSC from Adult Education and Literacy in the Workforce Development Cabinet. She fills a new position that will be involved in developing distance learning methods for delivering GSC training. Connie is a graduate of Kentucky State University. She has worked in the adult education field for the past eight years.

David Finley comes to GSC from the Secretary's Office in the Transportation Cabinet where he was a quality assurance coordinator. David has a B.S. in accounting and economics from the University of Kentucky, and an MBA from the Wharton School at the University of Pennsylvania. His position at GSC is executive staff advisor.

These new staff members bring a wealth and diversity of knowledge and experience to the Governmental Services Center.

Performance Evaluation Training Offered

To help agencies in providing on-going supervisor performance evaluation training about the new employee performance evaluation system within the Kentucky state government's merit system, the Office of Performance Management of the Personnel Cabinet will be offering a training program called *Performance Matters, the Employee Performance Evaluation System* several times a year.

This new workshop will be a half-day session that provides an in-depth review of the new evaluation system and the role and responsibilities of the evaluator in the system. This new workshop will be offered as part of GSC's regular open enrollment workshop schedule. If you have questions about this training, or would like to have it conducted as an on-site training for twenty or more supervisors in your agency, please contact the Office of Performance Management at (502) 564-4673.



GSC Offers Two New Workshops!

Project Management

The Project Management workshop was very informative and helpful. . . . I gained a better understanding of the key principles for a successful project through this workshop.

Sandra Daniels, Finance

If you struggle with managing the unmanageable, this two-day workshop is for you! Projects are a way of life, in both technical and non-technical disciplines. We manage human resources, finances, procurement of equipment, and the implementation of strategic plans.

This workshop offers practical advice along with a step-by-step approach for better managing projects. These tested “in-the-trenches” techniques will help make the complex discipline of project management easier to understand and master. “I was fascinated by the Project Management workshop; I never knew the building blocks for implementing a new project from conceptualization to implementation; those details that are often overlooked can be the success or demise of any project,” said Mavis McCowan, Cabinet for Families and Children.

This workshop will be of value to all employees responsible for coordinating and/or implementing projects. However, it could benefit all employees. Melissa Highfield of the Natural Resources and Environmental Protection Cabinet says, “I gained a lot of knowledge regarding the process of project management and I really enjoyed the class; this is a class that could benefit everyone because you deal with projects everyday, whether at work or at home.” The workbook for this workshop serves as a practical “job aid” or reference tool for just about any project you undertake. It includes a complete appendix with stories, examples, and project management techniques to help you control initiatives that seem to be uncontrollable.

Workshop topics include:

- ✓ Triple Constraints
- ✓ The Foundation of Project Management
- ✓ The Project Management Lifecycle
- ✓ Initiating a Project: Assessing Needs, Identifying Stakeholders, Developing Goals, Determining Roles and Responsibilities, Developing a Communication Plan, and Building a Business Case
- ✓ Planning a Project: Work Breakdown Structures, Project Specifications, Calculating Time and Costs, Grant Charts, Network Diagrams, and Risk Analysis
- ✓ Executing a Project: Monitoring the Triple Constraints and Controlling the Project
- ✓ Closing out a Project: Auditing the Project, Transferring Ownership, Assessing Lessons Learned, Celebrating and Saying “Thanks”

Dynamics of Strategic Planning

If you need to increase your awareness of the value of strategic planning and be better prepared to effectively contribute to your agency and/or unit strategic planning efforts, then this one-day workshop is for you! Linda Murray of the Governor’s Office of Technology said, “This class refreshed some of the strategies and best practices that work in this type of activity. I also picked up some new tips and tricks to use in future strategic planning activities.”

Effective strategic planning can improve the chances of progress and success for an organization. It is a disciplined process that involves a team of people representing the total organization in making fundamental decisions about the future of the organization. The process helps you manage change, focus on the future, and achieve long-term, sustainable results. “The mini-workgroups worked very well in enabling the learning of strategic planning concepts, as did the video,” said Leonard Cieslak, Cabinet for Families and Children.

This workshop will be of value to all managers and supervisors but all employees can benefit. Charlene Spradlin, Cabinet for Families and Children, said, “The class was very interesting and very informative. The teacher knew the subject well. I learned a lot about how to organize and start a plan of my own whenever needed.”

Workshop topics include:

- ✓ Overview of Strategic Planning
- ✓ Kentucky Strategic Planning Model
- ✓ Identifying Core Values
- ✓ Validating the Mission
- ✓ Conducting a Situational Analysis
- ✓ Understanding Goals, Objectives, Performance Indicators, Strategies, and Action Plans
- ✓ Keys to Successful Implementation

GSC workshops just continue to improve. The Project Management and Strategic Planning were two of the better ones that I have attended.

Brenda Crosman, Kentucky Transportation Cabinet

Governmental Services Center 2001 Quarterly Workshop Schedule

Training conducted in Frankfort is held in the Academic Services Building (ASB) on the campus of Kentucky State University. Training room numbers for KSU and workshops conducted at state parks, universities and other facilities are noted under location. All cars without approved parking permits, as well as those illegally parked, are subject to towing. All workshops begin at 8:30 a.m. unless otherwise noted.

WORKSHOP	LOCATION	July	August	Sept.	CEU's
Assessing Organizational Performance	542	18			
	542		14		
Conducting Effective Meetings	536		28		.72
Customer Service	536	18			.81
Dealing with Conflict	536		15-16		1.59
Effective Presentation Skills	536			13-14	1.44
Equal Employment Opportunity	536		1		.75
	542			11	
Executive Branch Ethics	536		27		.43
Fundamentals Of Budgeting	536	17			.84
Interpersonal and Organizational Communication	539	17-18			1.47
	536	19-20		5-6	
	542		28-29		
Leadership I	Jenny Wiley	10-13			2.73
	536		21-24		
	539			18-21	
Leadership II	536	10-13			2.73
	542		21-24		
Leading and Coaching High Performing Teams	539	19-20			1.56
	536		7-8		
	542		16-17		
	542			18-19	
Leading Organizational Transition	542			20	
Managing Organizational Change	536			11-12	1.47
Managing Relationships at Work	542	10-11			1.41
	Paducah Campus		7-8		
	Pine Mt.			5-6	
New Managers Survival School	539		14-15		1.56
Performance Management	542	12-13			1.5
	542		7-8		
	536			18-19	
Performance Matters, The Employee Performance Evaluation System(1/2 day AM/PM Sessions) Offered by the Personnel Cabinet	536	23			
Personal Strategies for Dealing With Change	539			12	.78
Problems and Decisions	539	11-12	1-2		1.53
	542			5-6	
	536			20-21	
Project Writing Seminar - CPM (Enrolled PRIOR to July 1, 2000 Only)	536	6			
Time/Stress Management	542			13	.84
Train The Trainer	536			25-27	2.52
Violence in the Workplace	542		15		.50

Contact your agency liaison to register for the workshops listed in this brochure.

You will receive a letter from GSC to confirm your class enrollment. Cancellation of a workshop by a participant must be processed through GSC.



Update

Progress: Word From the Front on Strategic Planning

Included in the budget bill passed by the 2000 General Assembly is a requirement that all cabinets in the Executive Branch of state government will develop a strategic plan. The plan must span four years, align with agency budget requests that will be submitted for the 2002-2004 biennium, and align with Governor Paul Patton's strategic initiatives for his administration. Some cabinets are starting from scratch; others are updating existing plans. All cabinets have teams hard at work on drafts that must be submitted to a review team in June. Here are reports from several who are making way:

The Finance and Administration Cabinet: We Make Government Go

When Secretary T. Kevin Flanery was sworn in to head the Finance and Administration Cabinet in January, his support for strategic planning was widely known. Many cabinet employees learned that Flanery had a major leadership role in establishing the Transportation Cabinet's plan adopted during Governor Patton's first administration as their deputy. Consequently his enthusiasm as one of 22 members of the F&A team is apparent as the cabinet's process evolves.

As process owner, Robin Kinney makes sure the team stays on schedule, completes the required phases for plan development, and includes perspectives from all areas of the diverse cabinet. "Our stakeholders include anyone who does business with the cabinet," she said. "That includes all other state agencies and contractors, service providers, and other

businesses from all over the country. F&A employees touch lots of lives by providing most of the products and services that make state government go."

F&A's existing strategic plan was completed in 1994 but wasn't widely used. "Having that plan helped us in our current effort," Kinney added. "But this plan will be a living, breathing road map for our agencies, and we're accountable to aligning our mission and goals to Governor Patton's initiatives."

Kinney pointed out that F&A's leadership agrees that strategic planning is an effective management tool. "In all likelihood, we'd be proceeding in this direction anyway. But it makes the process much more interesting to be part of a larger effort."

Revenue Cabinet Renews Planning Process

Fortunately for the Kentucky Revenue Cabinet, Secretary Mike Haydon and Chief Financial Officer Paul Johnson had already decided to review and revise KRC's existing strategic plan, which was drafted in 1992 and 1993 and covered 1994 through 1997.

Using KRC's planning methodology and state guidelines, a group of about 50 cabinet employees met at the Farnham Dudgeon Civic Center for training and brainstorming. The team reviewed the cabinet's existing mission statement and began situational analysis to identify strengths, weaknesses, opportunities, and threats. Key stakeholder groups, a phrase for any group with which the cabinet

interacts, are part of a major drag net for information and feedback about the cabinet. For instance, a survey was mailed to 500 tax professionals and KRC employees received surveys, too. Using an approach that differs from most other cabinets, Revenue has a large team that together, represents a minimum of 842 years of state government experience.

Virginia Denny who is assigned to provide the facilitation for the team, said the cabinet's previous efforts give Revenue a head start on strategic planning and makes them a role model for other agencies.

Personnel Cabinet Adopts Blast off for Strategic Planning Aboard the PC Enterprise

The Personnel Cabinet's strategic planning team has met three times since Secretary Carol Palmore launched their work on January 24 in Lexington. Each program area of the cabinet is represented on the team and any member of the agency is welcome to submit suggestions about the process to Deputy Secretary Singer Buchanan. The team will utilize the internal newsletter, *Personnel Perspective*, to keep all cabinet employees informed of their progress.

To date the team has finalized the cabinet's mission statement, core values, and vision statement. The Personnel Cabinet has developed its initiatives to ensure they support Governor Patton's goal to "set Kentucky on the path of achieving economic opportunity and a standard of living above the national average in 20 years."

First Business Fair and Networking Exchange a Successful Venture

More than 500 people representing minority, women, and disadvantaged-owned businesses from throughout Kentucky came to Frankfort on March 15 to expand their knowledge about state contracting and purchasing opportunities and to do some personal networking with some of the state's largest contractors. About 50 exhibitors, including state agencies and a diverse group of businesses that have state contracts, participated in the first business fair co-hosted by the state Finance and Administration and Transportation Cabinets. The fair was geared to encourage networking, provide information, and build relationships that would yield greater participation in state contracts by Minority Business Enterprises, Disadvantaged Business Enterprises, and Women Business Enterprises.

Buyers and contracting officers from both cabinets joined highway contractors, design and engineering firms, printing companies, technology firms, associations, and other vendors for an all-day information exchange about processes, systems, and procedures employed by the state. Leonard Gray from Governor Paul Patton's Office of Minority Affairs, Secretary T. Kevin Flanery from the Finance and Administration Cabinet, and Deputy Secretary Jeff Mosley from the Transportation Cabinet made opening remarks to the crowd, encouraging participants to seize the day to make contacts. Three break-out sessions about state capital construction, highway construction, and commodity/service opportunities provided specifics about the laws that govern state purchasing and how to negotiate the bidding process.

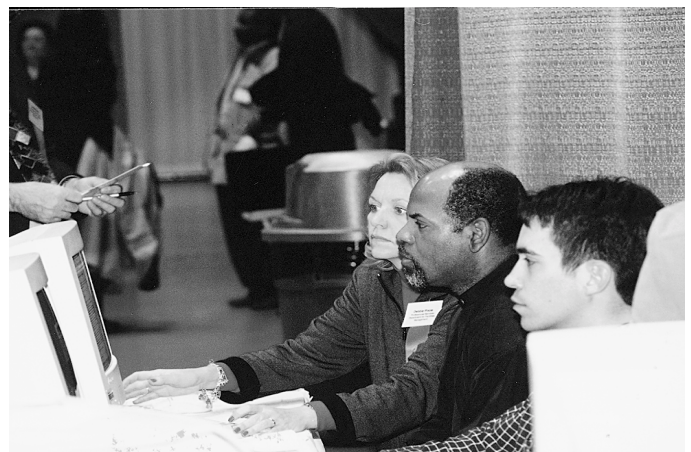
"Clearly the most successful aspect of this event was the opportunity for the smaller vendors to meet face-to-face with the state's prime vendors and suppliers," said Flanery. "This type of event allows personal contact that opens communication channels and future collaboration. We're very pleased with the immediate feedback from our participants and look forward to future successful events," he added.

Many attendees agreed with Flanery's assessment. "I appreciate all your work and efforts in opening the door of opportunity to us all," said one MBE participant on a comment card. One contractor said the day "exceeded our expectations and we made excellent contacts. Do it again."

Other feedback mentioned how helpful, considerate, and friendly the state representatives and exhibitors were. "This is exactly the response we wanted," said Yvette Smith, director of the Finance Cabinet's EEO and Contract Compliance Office. "We'll draw on this year's experiences to improve our program for 2002. We hope this increases opportunities for all involved."



Leonard Gray(right), the director of Governor Paul Patton's Office of Minority Affairs, chats with Rev. Louis Coleman at the business/networking fair held for state agencies; contractors; and minority, disadvantaged, and women business enterprises in Frankfort in March.



Debbie Poole, who works in the Division of Engineering in the Finance and Administration Cabinet, shows a fair participant how to access information about how to do business with the state via computer.



(L-R): Secretary T. Kevin Flanery was joined by Jeff Mosley, deputy secretary for the Transportation Cabinet; Yvette Smith, director of the EEO/Contract Compliance Office in Finance; Leonard Gray with the Governor's Office; and Norris Beckley of the Transportation Office of Minority Affairs after they made opening remarks at the fair.

Attention Consumers

Warning: 809 Area Code Trick Can Be Extremely Costly

DON'T EVER DIAL AREA CODE 809. An "809" area code scam has been identified by the National Fraud Information Center and is costing victims all over the United States a lot of money.

MAJOR SCAM:

Don't respond to e-mails, phone calls, or web pages which tell you to call an "809" Phone Number. This is a very important issue of Scam Busters because it alerts you to a scam that is spreading extremely quickly; can easily cost you \$24,100 or more; and is difficult to avoid unless you are aware of it. We'd like to thank Verizon for bringing this scam to our attention.

There are lots of different permutations of this scam, but

HERE'S HOW IT WORKS:

You will receive a message on your answering machine or your pager which asks you to call a number beginning with area code 809. The reason you're asked to call varies. It can be to receive information about a family member who has been ill, to tell you someone has been arrested or has died, or to let you know you have won a wonderful prize, etc.

In each case, you are told to call the 809 number right away. Since there are so many new area codes these days, people unknowingly return these calls. If you call from the U.S., you will apparently be charged \$2,425 per-minute. Or, you'll get a long recorded message. The point is, they will try to keep you on the phone as long as possible to increase the charges. Unfortunately, when you get your phone bill, you'll often be charged more than \$24,100.

WHY IT WORKS:

The 809 area code is located in the British Virgin Islands (The Bahamas). The 809 area code can be used as a "pay-per-call" number, similar to 900 numbers in the U.S. Since 809 is not in the U.S., it is not covered by U.S. regulations of 900 numbers, which require that you be notified and warned of charges and rates involved when you call a "pay-per-call" number. There is also no requirement that the company provide a time period during which you may terminate the call without being charged. Further, whereas many U.S. phones have 900 number blocking to avoid these kinds of charges, 900 number blocking will not prevent calls to the 809 area code.

We recommend that no matter how you get the message, if you are asked to call a number with an 809 area code that you don't recognize, either investigate further or just disregard the message.

It's important to prevent becoming a victim of this scam, since trying to fight the charges afterwards can become a real nightmare. That's because you did actually make the call. If you complain, both your local phone company and your long distance carrier will not want to get involved and will most likely tell you that they are simply providing the billing for the foreign company. You'll end up dealing with a foreign company that argues they have done nothing wrong.

Please educate your friends, family, and colleagues to help them become aware of this scam. Things are about to get worse because that infamous off-shore area code 809 is in the process of breaking up into smaller chunks, and you'll soon have to think twice about calling any of the following area codes: 242, 246, 264, 268, 284, 345, 441, 473, 664, 758, 767, 784, 787, 868, 869, 876, as well as 809.

For more information you may contact the following:

Better Business Bureau: <http://216.46.241.4/alerts/areacode.asp>

National Fraud Information Center: <http://www.fraud.org/news/>

AT&T's fraud information page: <http://www.att.com/fraud/home.html#three>; <http://www.att.com/fraud/home.html>



Ethics Commission Summary of Significant 2000 Advisory Opinions

The Commission issued 70 advisory opinions in 2000. This summary includes only the most significant advisory opinions that are applicable to state employees. They are summarized as follows:

Advisory Opinion 00-1 A state park golf professional may privately repair golf clubs for park customers, but he may not refer park customers to himself.

Advisory Opinion 00-6 An engineer may accept employment with a contractor of his agency immediately upon his resignation; however, he should not discuss any future employment options with the contractor while at the same time he is involved in matters regarding the contractor as a part of his official duties. Additionally, for one year he should not represent the contractor before his former state agency in matters in which he was directly involved.

Advisory Opinion 00-7 For six months, a former principal assistant may not provide consulting services for state agencies with which he had direct involvement as part of his official duties.

Advisory Opinion 00-14 A company co-owned by the spouse of a chief district engineer may not subcontract with or perform services for a company that has an agreement with the Transportation Cabinet if such service will fulfill part of the agreement.

Advisory Opinion 00-15 The staff of the Kentucky Commission on Human Rights may not solicit entities over which they have regulatory control; however, they may allow a separate entity over which they have no regulatory control to do so.

Advisory Opinion 00-18 Kentucky State Police should not allow a motor company to use its insignia for promotional purposes. Kentucky State Police may allow a private organization of retired police officers to arrange for sponsorship of a dinner at an annual conference provided employees are not involved in the solicitation or record-keeping. Additionally, if the dinner is sponsored by a vendor, employees are prohibited from accepting the meal, unless it is included as part of a registration fee, or unless the employee is a speaker or panel participant.

Advisory Opinion 00-20 (Replacing 95-15) An employee may own stock or other interest in an entity that is regulated by the employee's state agency as long as such interest is less than 5%, the interest is purchased through a mutual fund, or the employee has no direct involvement with matters concerning the entity of which he owns an interest. Additionally, an employee may own stock or other interest in an entity that does business with the employee's state agency provided the interest is less than 5%, or it is purchased through a mutual fund.

Advisory Opinion 00-31 An employee may accept travel expense reimbursement when interviewing for future employment if no employees under his supervision have any involvement regarding the entity with which he seeks employment, and if no active matters of regulation of the entity are before the agency. Additionally, an employee seeking future employment with a person or business should abstain from all matters before the agency regarding the entity with which he seeks employment.

Advisory Opinion 00-40 Property Valuation Administrators are not subject to local codes of ethics and are not required to file a statement of financial disclosure with the local entity; however, they are required file a statement of financial disclosure with the Executive Branch Ethics Commission.

Advisory Opinion 00-53 Even though the Justice Cabinet awards grants to local police departments, Justice Cabinet officials may attend an event hosted by a local police chief if they pay a fair value for the event, but they should consider the effect that their attendance may have on public confidence.

Advisory Opinion 00-55 Employees of the Office of the Governor may solicit entities for sponsorship of Governor's Conference on Latin America provided the entities are not doing business within or regulated by the Office of the Governor and are not attempting to influence actions of the Governor. The Governor is considered to have ultimate authority over all Executive Branch agencies, other than those of other elected officials, and thus he should not solicit any entities doing business with or regulated by any agency under his authority.

Advisory Opinion 00-59 A director in the Department of Education, who also serves as the president-elect for an organization comprised of school administrators, may not accept travel reimbursement from the organization whose members are regulated by the Department of Education.

Advisory Opinion 00-62 A public servant may not accept a sporting event ticket that has been allocated and paid for by a vendor unless the public servant pays the vendor the face value of the ticket.

To help educate the employees of your agency on provisions contained in the code of ethics, the staff of the Executive Branch Ethics Commission will provide up to a 3-hour class for your agency at no charge. These classes can be tailored to your specific agency, and include many "hands-on" activities. To schedule a class for your agency, contact Jo Ledford at 564-7954.

Kentucky's Tax-Favored College Savings Program Adds New Investment Option



Kentucky families interested in saving for their children's college education now have a new investment option through the state's tax-favored Education Savings Plan Trust.

Participants may now choose to invest in a diversified 100% Equity Option comprised of domestic and international stock mutual funds.

"Since 1999, Trust participants could invest in the age-based Managed Allocation Option, which allocates the money among stock, bond, and money market funds," said Londa Lewis Wolanin, chief operating officer of the Kentucky Higher Education Assistance Authority. "While we believe that option is appropriate for most investors, we wanted to provide an all equity option for those with a higher tolerance for risk. Participants now have that choice and can invest in either option—or a combination of the two."

People who choose the new 100% Equity Option will have their money invested solely in equities available through the TIAA-CREF Growth & Income and International Equity Institutional Mutual Funds. While there is a potential for higher returns, there is also greater risk and volatility.

The Managed Allocation investment portfolios are designed to provide an appropriate mix of growth and protection of principal and are rebalanced regularly depending on the age of the beneficiary. As the beneficiary nears college age, the asset allocation becomes more conservative.

Features of the Trust include:

- No income limitations, which gives families at all income levels the same opportunity to invest.
- Participation that is open to current and former Kentucky residents and their relatives, as well as individuals currently or formerly employed in the state.
- A low minimum investment of \$25 per investment option (or as low as \$15 per investment option per pay period through payroll deduction).
- Tax advantages. Anyone—a parent, grandparent, relative, or friend—can open a Trust account for a beneficiary.
- Account earnings will grow on both a federal and state tax-deferred basis until the money is withdrawn. When the money is withdrawn to pay for qualified higher education expenses, the earnings portion of the withdrawal is federally taxed at the beneficiary's tax rate and is not subject to Kentucky income tax.
- The exclusion of Trust savings from the calculation of Kentucky state student financial aid eligibility.
- The use of savings for tuition, certain room and board expenses, books, and required fees and supplies at nearly all public and private colleges in or out of state. In addition, the accounts can also be used for graduate, medical, law, and vocational schools.
- Savings not used by the beneficiary can be transferred without penalty to another family member to pay for his or her college costs.

The Education Savings Plan Trust was created by the 1988 Kentucky General Assembly and is overseen by the Kentucky Higher Education Assistance Authority, the state agency that administers grant, scholarship, work-study, and loan programs to help Kentucky students pay higher education expenses. TIAA-CREF Tuition Financing, Inc., a wholly owned subsidiary of TIAA, which is part of the leading pension system for colleges and universities, serves as program manager.

The 2000 Kentucky General Assembly also created a prepaid tuition program that is scheduled for implementation in fall 2001. For more information on this new program, call 1-800-465-4722 or visit www.kytreasury.com.

For an application or more information about the Kentucky Education Savings Plan Trust, call 1-877 KY TRUST (598-7878) or visit the Program's Web site at www.kentuckytrust.org.

The Kentucky Horse Park Presents “Horses and Hollywood”

For approximately 80 years now, the cowboy and his trusty horse have been immortalized by the motion picture industry, an industry which calls Hollywood its home. Featuring horses as full-fledged characters themselves, or merely as elaborate set dressing, Hollywood appealed not just to the imaginations of movie-goers, but also to their hearts. Sitting in darkened movie theaters on Saturday afternoons, Americans of all ages were transported to another time and place where they could experience the human connection with the horse that has existed since pre-historic times. They were able to ride the range along with Gene Autry on Champion and Roy Rogers on Trigger, drive four beautiful white Arabians in the chariot race of a lifetime with Charlton Heston's Ben-Hur, or gloriously win the British Grand National with Elizabeth Taylor's Velvet Brown on The Pie.

In the 1950's, American families gathered around the newest outlet for Hollywood-style entertainment, the television. Right in their own homes, these families were introduced to new characters that portrayed the courage, compassion, and even the humor, that exists between man and horse. Characters like the Black Stallion, the Lone Ranger and Silver, Fury, and yes, Mr. Ed, flowed from that snowy screen into the hearts of all, and became part of the American culture.

On May 26, the Kentucky Horse Park's International Museum of the Horse will bring Hollywood to Lexington as **Horses & Hollywood** opens to the public. This exclusive exhibition, featuring the best of equine legend and Hollywood entertainment, will explore the art and memorabilia of the horse in Hollywood history, and will celebrate the special bond that exists between both in the minds of the American public.

Gathered from museums around the country, **Horses & Hollywood** will feature photos, movie posters, saddles, and other movie memorabilia. A Bohlin-made saddle used by Roy Rogers and Trigger, a saddle used by Tom Mix and Tony the Wonder Horse, and Gene Autry's stunt saddle will all be on display. In addition to the famous saddles, training equipment used to train the horses throughout television and movies' history, as well as comic books, lunch boxes, and other merchandise marketed to the public will be exhibited. The comic books and merchandise feature, among others, Roy Rogers, Hopalong Cassidy, Gene Autry, and their respective trusty steeds.

Throughout the exhibit, visitors will have the opportunity to view photographs and posters from numerous Western and horse-related films and television shows such as *Misty*, *National Velvet*, *International Velvet*, *Black Beauty*, *Black Stallion*, *The Big Country*, *Ben-Hur*, *City Slickers*, *The Lone Ranger*, and *Bonanza*. In a special theater being set up within the museum specifically for **Horses & Hollywood**, visitors will be treated to clips of both *The Gene Autry Show* and *The Roy Rogers Show*. Roy Rogers and Gene Autry movies and the very first Western film, *The Great Train Robbery*, will also be shown.

The **Horses & Hollywood** exhibition will run through September 26. The opening of the exhibition coincides with the Kentucky Horse Park's "Wild West Weekend," a special themed weekend featuring a vast array of Wild West activities and food. The exhibition promises to create an atmosphere of fantasy and reality that is sure to capture the interest of horse lovers and film enthusiasts alike. **Horses & Hollywood** is included with the general admission ticket to the Kentucky Horse Park of \$12.00 for adults, \$6.50 for children ages 7-12. Children 6 and under are admitted free.

The Kentucky Horse Park invites you to experience **Horses & Hollywood**. State employees may use the attached coupon for reduced admission, for up to six people, to the Kentucky Horse Park and **Horses & Hollywood**.

KENTUCKY HORSE PARK
International Museum of the Horse
PRESENTS

Horses Hollywood

Redeem this coupon at the Kentucky Horse Park to receive reduced admission to the only park in the world dedicated to man's love of the horse. Admission includes the park's regular daily attractions, the American Saddlebred Museum, and the special exhibition **Horses & Hollywood**.

\$2.00 off adult admission
(regularly \$12.00)

\$5.50 off kids admission age 7-12
(regularly \$6.50)

children 6 and under are always free!



KENTUCKY HORSE PARK
4001 Iron Works Pike
Lexington, KY 40503
1-800-241-4811
www.khps.com

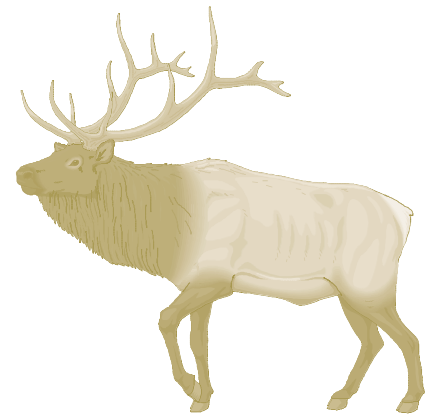


Something To Bugle About!!

Kentuckians will celebrate the continued success of the state's elk restoration effort during a series of three festivals planned for spring and summer in eastern Kentucky.

The festivals, a collaborative effort between state and local agencies, will be held May 18-20 in Harlan; June 29-July 1 in Prestonsburg; and July 27-29 in Hazard. The Hazard festival will feature a public drawing for 10 people who will have the opportunity to hunt elk in Kentucky for the first time in 150 years. Planning for the festivals is now underway.

Kentucky's four-year restoration effort has already established the largest elk herd in the eastern United States. Elk were native to the state before 1850. Kentucky's herd, expected to number 1,200 in the fall, will eventually grow to 7,500. Hunting is a way to help contain the herd to a 14-county range and prevent elk overpopulation in the future.



The appeal of elk in Kentucky extends far beyond hunters. Hordes of tourists flock to western states each year to view elk. A successful herd of elk in Kentucky can help build the state's own tourism base – approximately 1,000 people attended elk bugling demonstrations in eastern Kentucky last year.

Non-hunters can help with the restoration effort which costs hundreds of thousands of dollars a year to support the capture and transportation of elk to Kentucky, research, and habitat work.

Permit application fees for the fall hunt will support this effort; however, only those permit applicants with a valid Kentucky hunting license are eligible for the drawing. By purchasing a \$10 permit application at any location where hunting and fishing licenses are sold, but not having a hunting license at the time of the draw, everyone can help with this important elk restoration work.

Elk hunt permit applications will be on sale at least through May 31 for those who want a chance to be in the hunt, or simply to help support the restoration effort. Applications also are available over the telephone by calling 1-877-757-5355, or by accessing the Internet site at www.kdfwr.state.ky.us/.

The Kentucky Department of Fish and Wildlife Resources has produced a commemorative patch to mark the event. The patch is available to all applicants, whether drawn or not, who send in a self-addressed, stamped envelope and proof of purchase to the agency.

Bringing back elk has generated much excitement in the state. Elk viewing weekends, elk festivals, elk hunting, and other tourism-related activities are developing all over southeast Kentucky. Equally important, a part of Kentucky's heritage and natural ecosystem is being restored.

Buckhorn Lake Taking Bookings for Conference Center

The Kentucky State Park System's newest conference center is now welcoming state groups.

The \$1.2 million Buckhorn Lake State Resort Park conference center provides 2,775 square feet of meeting space accommodating 180 people in banquet seating. Other features include a projection screen system, portable dance floor, stage, and computer ports. Food services are provided from the adjoining lodge dining room. The lodge complex includes 36 recently renovated guestrooms, three cottages, and a 210-seat dining room. Buckhorn Lake is located near Hazard.

To find out more about how the new conference facility can be ideal for your next meeting, call Janice Scott, group sales coordinator, at 1-800-325-0058.

Good Sleep - Is It Only a Dream?

Many studies have found that adults need an average of seven to nine hours of uninterrupted sleep per night. Unfortunately for many, that fact is a dream and not a reality. There are some things you can do to promote better sleep.

- Keep regular sleep habits. You can train your internal clock by going to sleep and getting up at the same time. Your body will get used to this and inducing sleep will be easier.
- Avoid vigorous exercise shortly before bedtime. Moderate exercise a few hours before bedtime is helpful, however.
- Don't allow yourself to lie in bed "stewing" about the problems of the day or your inability to sleep. If you don't fall asleep within 15 minutes get up and go to another room until you feel drowsy.
- Watch your intake. Caffeine can impede the ability to fall asleep. Smoking can also diminish one's ability to fall asleep and stay asleep. Alcohol may help one fall asleep, but it decreases the quality of sleep.
- Make your sleep environment conducive to relaxation. Use soft music or white noise if it helps. Keep the room reasonably cool.

Obtaining a good night's sleep is important to helping one deal with the stressors of daily life. For help with this or other wellness issues, contact the Kentucky Employee Assistance Program at (502) 564-5788 or 800-445-5327.

License Tag Honors Fallen Officers

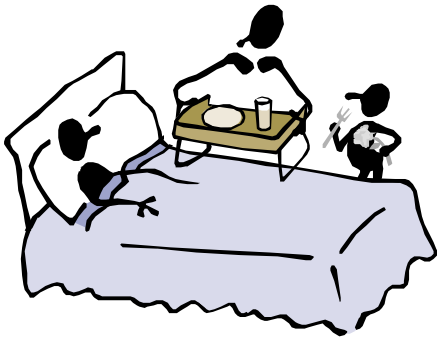
A newly designed specialty license tag will be showcased at the Department of Criminal Justice Training (DOCJT) during peace officers' memorial week in May. The tag features the State of Kentucky along with the national memorial emblem honoring fallen peace officers, a blue shield with a single red rose.

The tag sales will benefit the Kentucky Peace Officers' Memorial Endowment. The special fund is used to maintain the memorial bearing the names of nearly 300 Kentucky peace officers killed in the line of duty. The endowment also provides emergency relief for serving officers and their families in cases of hardship.

To find out how to order a tag, contact the DOCJT at (859) 622-1328, or download an application from the department's web site (<http://docjt.jus.state.ky.us>). Applications will also be available during the public memorial service honoring Kentucky's fallen peace officers. The service will be held at the memorial outside the DOCJT in Richmond, May 16, 2001, at 11:00 a.m.



Kentucky Receives \$1.5 Million for Caregivers Program



Kentucky has received \$1.5 million in federal funds to begin a caregiver program.

The Older Americans Act Amendments of 2000 established the National Family Caregivers Support Program to help families fulfill their roles as caregivers. The federal Administration on Aging allocated \$1,516,000 to Kentucky's Office of Aging Services, Cabinet for Health Services, to establish the program statewide. The 15 Area Agencies on Aging will receive a share of these funds to meet local needs. The new program will be implemented statewide by July 1, 2001.

"The National Family Caregivers Program provides an exciting opportunity to assist family caregivers," said Jerry Whitley, executive director, Office of Aging Services. "These individuals provide nearly 80 percent of care for older persons, often experiencing significant personal and economic burdens in their caregiving role. We can help them remove barriers to service, care for their loved ones more effectively, and find time to meet their own needs while caring for others."

The program serves family caregivers who provide care to people over 60 years of age. It also serves grandparents and other older relatives who provide care to children up to age 18. The services include:

- information and assistance to caregivers in locating and obtaining services;
- caregiver counseling;
- organization of support groups;
- caregiver training to assist in problem solving and decision making;
- respite care to allow caregivers a temporary break from daily pressures of caregiving, for example, in-home services, adult day care, or a residential setting; and
- services to supplement care being provided.

The benefit from these new funds will be increased through local coordination of services and new partnerships with other agencies to focus on caregivers.

Family and informal caregivers are an important component of the in-home and community-based services system. Kentucky's population is aging in both numbers and proportion. In the 2000 census data for Kentucky, 22 percent of people 60 years and over who are not in a nursing home reported mobility and/or self-care limitations. Of people 75 years and older, 31 percent reported such limitations.

Frequently these individuals need help with personal activities of daily living such as eating, bathing, dressing, and toileting or with instrumental activities of daily living like cooking, cleaning, laundry, budgeting, and transportation. Caregiver assistance with these activities often makes the difference between remaining in the home or using institutional care.

The caregiver role is expanding along with increased life expectancy, increased incidence of Alzheimer's disease, and limited availability of in-home support services. Caregivers often carry a demanding load. The majority of caregivers are women, but men are also caregivers, most frequently to their spouses. The range of caregiving responsibilities can vary greatly from errands and meals to long hours and intensive personal care.

Caregivers are subject to physical and emotional stress as well as conflicting obligations with their work. They often have to take time away from their jobs, or make career decisions that are not financially beneficial, such as early retirement or passing up promotions. A growing area of caregiving involves grandparents or other relatives who serve as parents to minor children.

For more information about the caregiver program, contact Phyllis Culp or Alice Delambre at the Office of Aging Services (502) 564-6930.

2001 Employee Performance Evaluation System Update

In October 2000, two “Train the Trainer” workshop sessions on the new employee evaluation system were held at the Auditor of Public Accounts’ training facility in Frankfort. The workshop was developed by the Personnel Cabinet and the Governmental Services Center. It was designed to provide information and system/skills training for agency personnel charged with training supervisors and implementing the new system within their agencies. One hundred and sixty eight (168) agency evaluation liaisons and trainers represented forty-six (46) agencies and/or departments. From October 2000 through January 2001, four hundred and thirty-five (435) training sessions were held statewide. Agency reports reflect that six thousand three hundred and fifteen (6,315) supervisors have received performance evaluation training. This number represents ninety-nine percent (99%) of all supervisors responsible for completing evaluations. Congratulations to all agency personnel involved in the implementation of the new system. Your successful efforts and strong commitment to this challenging process are commendable.

Agencies and the Personnel Cabinet plan to provide training opportunities for new supervisors and those unable to attend initial agency training. The Personnel Cabinet, with assistance from agency personnel, will closely monitor the entire evaluation system. Monitoring is intended to help identify needed improvements, maintain system effectiveness, and ensure it is operating in a fair and efficient manner.

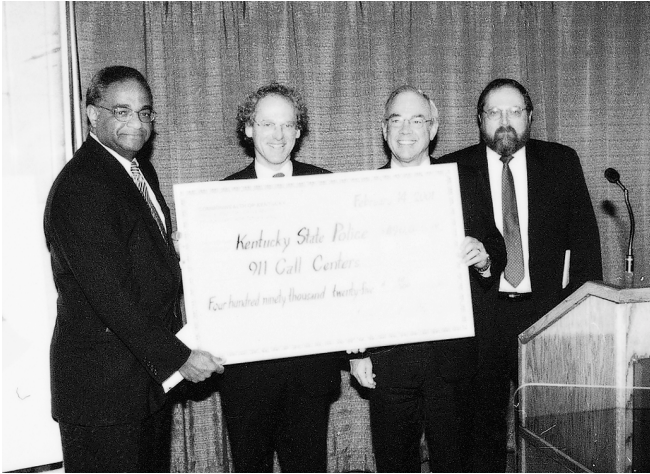
As of January 1, 2001, all eligible employees must receive orientation to the new system and sign the orientation acknowledgement form included in the state employee evaluation handbook. Employees must also be involved in the following meetings with their supervisor:

- Performance plan meeting within 30 days of the start of the performance period.
- First interim review meeting normally during the month of April.
- Second interim review meeting normally during the month of August.
- Annual evaluation meeting no later than 30 days after the end of the performance period.

Supervisors may choose to combine the annual evaluation and the performance plan meeting. Employees should meet with their supervisor and sign the appropriate section of the evaluation form during each meeting in the evaluation process.

Eligible employees who have **NOT** received an evaluation handbook may visit the performance evaluation link on the Personnel Cabinet’s web site at <http://kygovnet.state.ky.us/personnel/empeval.htm> to read/print the handbook or contact the agency personnel office. Eligible employees who have **NOT** met with their supervisor to discuss and sign their performance plan or the orientation acknowledgement form should discuss this issue with their supervisor or agency personnel office. Employees may also contact the Office of Performance Management in the Personnel Cabinet at 502-564-4673. We will provide any employee information to assist them in understanding the evaluation system and becoming involved in the process. Our goal is to help make the new system a tool that benefits employees, supervisors, and citizens of the Commonwealth of Kentucky.

Governor Patton Presents \$3.6-Million for Wireless 911 System



L-R: Commissioner Ishmon Burks, KSP; Representative Joe Barrows; Governor Paul Patton; and John Patterson, Executive Director, Governor's Office for Technology, CMRS Board.

Governor Paul Patton made the first installment that will enable 58 local governments and 16 Kentucky State Police Posts to receive calls from cell phones on their 911 emergency call systems.

State Representative Joe Barrows sponsored the legislation that was based on a Federal Communications Commission mandate in 1994 instructing the states to create a cost recovery mechanism for wireless telephone carriers and for local government to fund the costs associated with connecting wireless callers to the 9-1-1 public safety system.

In 1998, the Kentucky legislature created the Commercial Mobile Radio Service (CMRS) Fund and Board to implement the FCC mandate by collecting \$.70 per month from every wireless telephone user in the state. 2.5% of the revenue is to cover the Board's administrative costs; 1/2 of the remainder (approximately \$4.2 million annually) is available in monthly payments for wireless carriers to reimburse them for their actual, documented expenses; the remaining half (approximately \$4.2 million annually) goes to local 9-1-1 centers

via quarterly payments using a "pro rata" formula and a "volume" formula as the bases for disbursement.

John Patterson, executive director of the Governor's Office for Technology, heads the CMRS Board that is responsible for establishing regulations to guide the process, collecting the revenue, certifying the seventy-four 9-1-1 centers (51 counties, 7 cities, and 16 KSP posts), and reviewing cost recovery plans from carriers.

Over \$14 million has accumulated in the fund. On Wednesday, February 14, the first disbursement, a "pro rata" payment to all of the certified 9-1-1 centers, was made and included all of the "pro rata" money accumulated thus far (about \$3,629,000 or \$49,000 to each county, city, and State Police Post 911 call center). Subsequent payments will be made quarterly based on the previous quarter's revenue. The first payment to a carrier is waiting for the carrier (Verizon Wireless) to submit invoices in accordance with their approved plan.

CFC Staff in Logan County Raise Funds for Heating Assistance

Local staff of the Cabinet for Families and Children office in Logan County volunteered their time this winter to raise funds to help many residents who don't qualify for the federally funded Low-income Home Energy Assistance Program. To be eligible for LiHEAP, a household's income cannot exceed 110 percent of poverty.

"We worried about the elderly and disabled who weren't eligible for LiHEAP funds," said Pam Cropper, a field services supervisor with Logan County's Family Support staff, "especially with the increase in home heating costs this winter."

The staff's first step was a meeting with the Logan County Ministerial Association, and in October the group organized to raise and distribute funds to help households with elderly or disabled members and incomes between 110 and 150 percent of poverty. The group began paying utility bills after January 1, "when we expected people to have their highest bill of the winter," Cropper said.

The local newspaper and radio station helped publicize the project, and by the end of February, the community had donated nearly \$12,000 plus \$1,200 in utility company vouchers. CFC staff also raised more than \$1,300 when they held a chili supper before a popular city-county basketball game in February.

The funds were distributed through Good Samaritan, a cooperative formed by area churches that works year-round to deliver goods and services to residents in Logan County.



Students and Programs Fuel Virtual University's Growth



Kentucky Virtual University, the fastest-growing on-line university of its kind, posted a record enrollment of 3,014 students for the spring 2001 term. This is nearly double the 1,578 enrollment from this time last year.

The unofficial spring 2001 enrollment figures include residents from 119 Kentucky counties, 24 states, and four foreign countries. Over five semesters, from fall 1999 to spring 2001, the Kentucky Virtual University has served 6,100 Kentuckians from all 120 Kentucky counties, and students from 26 states and 10 foreign countries.

While the on-line university is rapidly gaining acceptance by learners of all ages, officials are also working to expand programs, both college credit and just-in-time professional development and training. Twelve professional development and training programs recently debuted and many more, including partnerships with state agencies, are being planned. The new programs include highly sought after information technology certifications, paralegal training, communications dispatching for state police, travel and tourism, and continuing education units for accountants. A free training program that begins the process for firefighting certification is also available. To access these courses, students must first register on-line at the university's web site at www.kyvu.org. Once in class, they interact with their instructor and other students through e-mail, virtual chat, and message boards. Some of the programs are instructor-led, while others are self-paced with a tutor. The certification and continuing education units students earn come directly from the educational provider, not the virtual university.

The Kentucky Virtual University was established in 1997 by the Kentucky General Assembly with the passage of the Kentucky Postsecondary Education Improvement Act. The virtual university includes the Kentucky Virtual Library available free to all Kentuckians at www.kyvl.org or toll-free at 877-588-5288.

To find out if "learning at your convenience" is for you, or for information on programs and registration, visit the KYVU web site at www.kyvu.org or phone the KYVU Call Center toll-free at 1-877-740-4357. Friendly call center specialists are standing by to assist you.

KCDHH Showcases Videoconferencing at Open House Ceremony

On March 30, 2001, the Kentucky Commission on the Deaf and Hard of Hearing had a ribbon cutting ceremony for their Deaf Access Station videoconferencing project. The Deaf Access Station's project began as a vision for more equitable access for the deaf and hard of hearing citizens of Kentucky. Through the use of desktop videoconferencing equipment, remote interpreting and captioning is provided so that the underserved areas of the Commonwealth can access state services more conveniently. At the Open House Ceremonies, the general public took advantage of the opportunity to sign or communicate through the use of a captioner with other individuals who were located at one of the five (5) locations (Danville, Florence, Frankfort, Louisville, and Owensboro). The Ribbon-cutting Ceremony took place at 5:30 p.m. with remarks from Frankfort by Dr. Bobbie Beth Scoggins (executive director of KCDHH) and other distinguished guests. Guests and leaders from the remote locations participated in the remarks as well as demonstrated the impact of the Deaf Access Stations.

Articles contained in this newsletter were submitted by respective agency information liaisons. To submit articles, contact your agency liaison.

Comments and suggestions are always welcome. We may be reached at (502) 564-3433 or 1-800-471-1753 or e-mail us at debbie.sutherland@mail.state.ky.us



Tina Johnson
Editor

Debbie Sutherland
Design Coordinator

Garry Redmon
Title Design

Printed with state funds

This newsletter is recyclable if placed in a mixed paper container

Cabinet Comments...

Cabinet for Health Services

☞ Two recent changes in Kentucky's school immunization requirements will help prevent the spread of disease among children, the Department for Public Health has announced. Beginning August 1 of 2001, all children who are at least 19 months old and less than seven years old and who attend day care centers, certified family child care homes, pre-schools, and public and private schools will be required to have one dose of the varicella vaccine to prevent chickenpox. While many cases of chickenpox are mild, it can lead to more complications and in rare instances cause death. The vaccine will not be required if a parent, guardian, or physician states that the child has had the disease chickenpox. The other change that takes effect August 1 and lasts through the 2008-09 school year applies to students entering the sixth grade in public and private schools. These students must have the hepatitis B vaccine, which includes a three-dose series of immunizations given according to a specific schedule for maximum effectiveness. (Young children are already getting the hepatitis B vaccine; this change is considered a "catch-up" so school age children will also be vaccinated.) A current immunization certificate should be on file within two weeks of the child's enrollment in the sixth grade. Both of these changes in the immunization regulations were approved February 1 by the Interim Joint Committee on Health and Welfare. Both vaccinations are consistent with recommendations made by the Centers for Disease Control and Prevention, the American Academy of Pediatrics, and the Advisory Committee on Immunization Practices. Kentucky was honored last year by the Centers for Disease Control and Prevention for having the third best immunization rate in the country for 2-year-old children - 88 percent. Children in Kentucky are also given vaccines for diphtheria, tetanus, pertussis, polio, measles, mumps, haemophilus influenzae type b (Hib), and rubella. Medical and religious exemptions will still be accepted. Parents with questions about immunizations should see their child's health care provider or their local health department.

☞ KIDS NOW, Governor Paul Patton's early childhood initiative, has \$150,000 to pay for eye examinations for eligible children. The Commission for Children with Special Health Care Needs and Family Resource and Youth Services Centers are working together to provide financial assistance to families with mandatory eye examinations for children entering school for the first time. The funds target children in families that do not receive Medicaid or Kentucky Children's Health Insurance Program assistance; have incomes that are above 200 percent, but below 250 percent of the federal poverty level; and have no other insurance that covers eye examinations. For example, a family of three, based on the 2000 federal poverty guidelines, earning \$28,300 - \$35,375 per year and meeting the other eligibility criteria qualifies to receive these funds. The school centers will be the main referral source for enrolling eligible children in this program. If a school does not have a resource center, parents can call 1-800-232-1160 so that the Commission can enroll their children.

Justice Cabinet

☞ The Kentucky State Police promoted five officers to staff-level positions on December 1, including the first woman to become a deputy commissioner and the first African-American to reach the rank of lieutenant colonel. The promoted personnel are Linda Smith, promoted to deputy commissioner; Robert Milligan, promoted to lieutenant colonel; John Lile, promoted to deputy commissioner; Thomas Hazlette, promoted to lieutenant colonel and Robert Miller, Jr., promoted to the rank of major. Smith, the first woman to hold the rank of deputy commissioner, will head the Operations Division of the state police. Milligan, the first African-American to be a lieutenant colonel, will be the director of the Services Division. Additionally, Lile will be in charge of the new Office of Governmental Affairs and Hazlette will take over as the director of the Administrative Division. Miller will head the Chief Information Office.

Tourism Cabinet

☞ The Kentucky State Fair Board unanimously elected Mary Anne Cronan as its new chairman, making her the first female to hold this position. Cronan, a Louisville native, joined the board in 1997 and was elected vice chair in 1999. She succeeds William Kuegel of Owensboro who was the board chair since 1995. Cronan serves on the boards of several local organizations including the Kentuckiana Minority Supplier Development Council, Metro United Way, Kentuckiana Education and Work Force Institution, Louisville Education and Employment Partnership, and the Humana / University of Louisville Hospital board of trustees. She is also very active on the boards of the American Horse Show Association, American Saddle Horse Museum, and the Kentucky Derby Festival. Bruce Harper of Harrodsburg was elected to succeed Cronan as vice chair and has served on the board for a total of eight years. The Kentucky Fair & Exposition Center and the Kentucky International Convention Center are owned and operated by the Kentucky State Fair Board.

☞ The Kentucky State Fair Board is pleased to announce three new web sites just for our shows. The Kentucky State Fair, National Farm Machinery Show, and the North American International Livestock Exposition now have their own web addresses to make finding them just a mouse click away! The new sites are: www.kyfarmmachineryshow.org; www.kystatefair.org; and www.livestockexpo.org.

(Luallen, continued from page 1)

Her job requires outstanding administrative skills, wide knowledge of the issues facing all areas of state government, and genuine concern for the people of Kentucky. And she possesses all those qualities and more.

For example, as Finance Secretary, Crit witnessed firsthand the need to streamline and modernize our state government operations. As Secretary of the Cabinet she played a key role in developing and championing our innovative EMPOWER Kentucky program, which has made a quantum leap forward in the efficiency of government and saved millions of your tax dollars in annual operation costs.

In conjunction with me, my Chief of Staff Skipper Martin, and our State Budget Director Jim Ramsey, Secretary Luallen is an essential member of a four-person policy team that decides the policy of Kentucky state government. And certainly, the things she has been able to accomplish in that capacity are too numerous to go into detail about here.

However, I would like to mention her latest accomplishment, which comes in the form of the prestigious Excellence in Leadership Award in the area of state government. The Women Executives in State Government national organization presented the award to Secretary Luallen at their annual award luncheon in Washington, D.C. in February.

In their citation, the organization noted Secretary Luallen's exemplary leadership and outstanding contributions to state government, her innovative and creative solutions to challenges in state government, and her leadership in eliminating barriers in order for women to excel.

I'm extremely pleased that Crit has been honored with this award. There could be no one more deserving of it. Her career is evidence of a deep commitment and devotion to improving the lives of Kentuckians through state government. Secretary Luallen stands as a role model for not just women in state government, but to all the individuals who, like many of you, wish to devote their lives to public service.



(Managing Government, continued from page 1)

The survey found that Kentucky showed significant improvement in the areas of financial management, human resources, managing for results, and information technology. Comments from the report published in the February issue of *Governing Magazine* include, "Kentucky stands out for its emphasis on financial planning" and "One of the most impressive accomplishments is the Kentucky Information Highway." In the Managing for Results section the report stated, "As the first governor in the state's history eligible for reelection, Patton had more incentive than his predecessors to focus on the long term. And he's making every effort to do this."

A significant initiative highlighted in the report is the implementation of strategic planning uniformly throughout the cabinets in state government. Cabinets will for the first time in 2001 submit strategic plans tied to the goals of the governor in conjunction with their cabinet budget requests for the 2002 - 2004 biennium.

Reacting to the survey, Governor Patton said, "It's gratifying to see that our management techniques continue to receive such high grades. *Governing Magazine's* project is a comprehensive and exhaustive study that measures not only management practices and results in compiling its data but includes the input of the people who do the actual managing of state government."

A full copy of the report is available at the Government Performance Project web site at www.maxwell.syr.edu/gpp.